

**DEERFIELD TOWNSHIP
LAND DIVISION/BOUNDARY ADJUSTMENT APPLICATION**

Land Division submit twenty (20) complete packages of the application along with all required attachments.

Boundary Adjustment submit five (5) complete packages of the application along with all required attachments.

Application Number: _____
(office use only)

1. LOCATION OF PARCEL(S) TO BE SPLIT or ADJUSTED:

Street Address: _____
Parcel/Tax Number(s): _____

2. APPLICANT INFORMATION:

Name: _____ Phone: _____
Address: _____
City: _____ State: _____ ZIP Code: _____

3. PROPERTY OWNER(S) INFORMATION:

All Property Owners Must Be Identified (attach extra sheet if necessary)

Name: _____ Phone: _____
Address: _____
City: _____ State: _____ ZIP Code: _____

4. DESCRIBE THE DIVISION(S) BEING PROPOSED:

Land Division ____ Property Line Transfer ____ Combination ____

Number of new parcels: _____

The division of the parcel provides access to an existing public or private road by one of the following:

____ an existing public or private road. Name: _____

____ a new public road. Proposed road name: _____

____ a new private road. Proposed road name: _____

____ new division(s) will have access by easement. Attach a copy of the easement agreement.

5. DEVELOPMENT SITE LIMITS:

Check each known condition that exists on the parent parcel. Any part of the parcel:

____ is riparian or littoral (it is a lakefront or river parcel) or adjacent to a drain.

____ includes a wetland.

____ is within a flood plain.

____ has an abandoned well, underground storage tank, or contaminated soils

____ Other (please list): _____

6. Livingston County Road Commission approval form for all proposed driveway/shared driveway/private road entrances. (Land Divisions Only)

7. Copy of Warranty Deed, Land Contract, or Quit Claim Deed

8. ATTACHMENTS (all attachments must be included):

A. Map of the proposed division(s) of the parent parcel (maximum size 8.5"x 14"), drawn to scale, showing:

- Dimensions of parcels
 - One drawing showing gross and net acreage of **current** parcel(s) with legal description
 - One drawing showing gross and net acreage of **proposed** parcel(s) with legal description
 - All existing improvements (buildings, well and septic, driveways, with setbacks)
 - All easements with legal descriptions
 - All previous divisions made after March 31, 1997 (indicate if NONE)
 - Any other item in accordance with the Township Zoning Ordinance, Property Line Transfer Ordinance, and/or Land Division Ordinance.
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9. Property needs to be staked with marking ribbons to clearly show proposed changes.

All owners of record must sign application or submit letter granting permission to apply:

Owner Signature _____ Date: _____

Owner Signature _____ Date: _____

FOR BOUNDARY ADJUSTMENTS, the adjacent property owner must also sign below to request that the divided portion be combined with his/her/their parcel.

I/We, _____, am/are the owner of parcel

4703 - - - with the address of _____

and request that my/our parcel be combined as requested with this application.

Owner Signature _____ Date: _____

Owner Signature _____ Date: _____

OFFICE USE ONLY

Land Division Approved. Conditions, if any: _____

Land Division Denied. Reasons (cite §): _____

APPROVED SPLITS AND BOUNDARY ADJUSTMENT INSTRUCTIONS

The Land Division application decision will be mailed to the applicant and property owner at the address listed above. If approved, a temporary parcel identification number will be issued. The Execution of the Land Division will take place, and final parcel identification numbers will be issued, on approximately December 31 of the year you receive your approval.

Since land divisions are placed on the tax roll at the end of each calendar year; property tax bills will continue to be sent to the original property owner until the following calendar year. You will need to make appropriate arrangements with your buyer at closing for payment of taxes.

A completed and signed copy of the "Notice to Assessor of Transfer of the Right to Make a Division of Land" form must be turned in to the Assessor within 45 days of approval. Copy is attached.

The State of Michigan requires Homestead Exemption information be updated whenever a Land Division or combination has occurred. Upon final township approval of any and all Land Divisions and/or Boundary Adjustments, the assessing department will automatically deny all homesteads for the following tax year on the involved parcel(s). This may have an adverse economic affect upon your future tax bills. **The property owner is responsible for applying for a new homestead exemption or qualified agriculture exemption** for the new parcel(s) if applicable. Homestead Exemption/Qualified Agriculture Exemption Forms are available at the Deerfield Township Offices. Contact the Deerfield Township Assessor for more information.

The approved land division/boundary adjustment will not be executed until the approved survey(s) and Warranty Deeds have been recorded at the Livingston County Register of Deeds, and copies of the recorded documents are delivered to the Deerfield Township Assessor. Also, all taxes must be paid in full at the time that the land division is executed.